15 JAN 1980

MEMORANDUM FOR: Executive Committee Members

25X1 FROM   :   [   ]
                       SA/DDCI

SUBJECT   : Minutes of Executive Committee Meeting,
                     9 January 1980

1. The Executive Committee met on 9 January 1980 to be briefed
by Mr. Johnson, D/ODP, on the state of ODP in the Agency and by
25X1 Mr. [   ], Chairman of the Information Handling Task Force, on task
force progress to date. (Mr. Carlucci chaired the meeting; Messrs.
Wortman, Clarke, Lipton, and Ware were present; Mr. Taylor represented
Mr. Dirks, and Mr. Stein represented Mr. McMahon; Mr. May participated
as an observer.) Mr. Carlucci introduced Mr. Johnson, noting that his
briefing would be the first of several steps in the Executive Committee's
annual review process of ADP in the Agency. [   ]

2. Mr. Johnson highlighted current ADP resources, both Agency-wide
and in ODP in particular, and the consumption of those resources. After
outlining his office's ADP project requirements review process, he said
that ODP will be able to meet its projected requirements if it can retain
its current budget base. Mr. Johnson highlighted current and anticipated
capacity versus workload for the Batch, VM, GIMS, DDO on-line, and CAMS
services. He summarized planned major new investments through FY-1986,
given a continuation of current budget levels. He noted several trends
and problem areas being monitored by ODP: the continuing growth in
Agency reliance on computers and the need to anticipate that growth;
advances in technology are protecting us from skyrocketing ADP costs--
with each computer we buy, we get more for our money; the need to
increase the use of minicomputers in an orderly way that will be consistent
with the mainframes; the Agency is becoming more heavily involved with
word processing equipment--a new standard terminal is being examined;
ODP is striving to maintain an appropriate balance between developing
new ADP applications and maintaining existing systems; and computer
security remains a continual concern, with physical reconfiguration
25X1 currently being considered. [   ]

3. In assessing the 1979 Executive Committee ADP review process,
Mr. Johnson noted projections for a few individual projects were poor,
but on balance, the overall projections were better than those in 1978.
No unreviewed projects reached the resource level for reviewing during
the year, but one OGCR project did increase from below the 75 percent
notification level to over 100 percent of the approval level in one
month. Underestimations in other projects, however, enabled ODP to
accommodate this increase. Benefits of the EXCOM review process included
heightened senior management awareness of how ADP resources are being

used and consequently more discipline being applied to the use of those resources. ODP had fewer problems in prioritizing its requirements and was better able to work with components in supporting their needs. Mr. Johnson noted that six specific component-budgeted projects and five ODP-supported projects would be reviewed by the Committee during the next phase of its 1980 review process. In response to Mr. May's question, Mr. Johnson said that there would be some deployment of GEMINI mini-computers by the end of FY 1980, and the 1982 Program Call provides for components to budget for their own minicomputers. [   ]

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25X1   4. Mr [   ] reviewed the Information Handling Task Force's terms of reference and outlined the group's progress to date. A taxonomy of ten information handling services has been developed, and data collection packages have been distributed to both the providers and users of these services to determine what they are doing in each category. The results will be used in developing a strategic plan. Two trends are apparent to date: a trend toward centralization in capital intensive areas, as in the recent moves to automate registries; and a trend toward decentralized programming, where components have become more comfortable with using computers and have requested programming assistance from ODP. [   ]

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5. Reviews of estimated information handling budgets and personnel resources indicated buying power has remained fairly constant over the last ten years, but technology has enabled us to get more for our money. About 500 personnel positions have been lost despite increased requirements, indicating greater efficiencies. Despite the perception of a continually increasing flow of information coming into Headquarters, the task force believes the flow has been fairly constant since 1970. Some members questioned this finding, noting that more may be being done with the information (possibly a xerox explosion) once it gets here. Mr. [   ] highlighted the milestones for the task force effort, indicating the slippage during the data collection phase will be able to be made up. In order to assist the task force in determining where it needs to go, he requested Executive Committee approval of the proposed Agency information handling goals. Members discussed the goals and suggested they could be reduced in number and prioritized. The Committee agreed the task force could consider the proposed goals as their working guidelines with the understanding that they may be revised before being translated into Agency policy. Mr. Carlucci adjourned the meeting. [   ]

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Distribution:
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